

*****DRAFT*****

Williamsburg Regional Local Human Rights Committee Minutes

Date of Meeting: January 12, 2011

**Denotes attendance at this meeting*

Committee Members: John Barrett, Secretary*
Rita Gregory
James R. Henry, Vice-Chairperson*
Timothy Russell, Chairperson*

Office of Human Rights: Reginald Daye, Regional Advocate*

Program Affiliates: Bacon Street:	Bob Coleman* (Affiliate Program Liaison)
Better Life of Virginia:	Christian Aigbe Babatunde Talabi*
Campbell House:	Jacqueline Campbell*
East End Academy IOP & Day Treatment	Ruby Eley*
Family Preservation Services:	Denille Francis*
Neurological Rehabilitation Living Centers:	Melissa Gonzalez *
SWRMC Structured Outpatient Behavioral Health Program:	Jana Brultz*
United & Empowered Care:	Marietta Cottingham*
Williamsburg Place:	Patty Cranford*

Call to Order:

Mr. Russell called the meeting to order at 9:35 am at Williamsburg Place.

Approval of Minutes: *The November 10, 2010 committee minutes were approved. The December 12, 2010 committee minutes were approved with one amendment.*

Public Comment Period: There was no public comment.

Meeting Schedule for 2011: *The committee members approved the following quarterly meeting schedule for 2011: January 12, 2011, April 13, 2011, July 13, 2011, and October 12, 2011.*

Committee Member Vacancy: There is an open seat on the committee for a **Consumer** who is currently receiving, or received services in the past five years, and is not an employee or current board member of an affiliated program. **It is the responsibility of the Affiliated Programs of this committee to recruit for and fill this vacancy.** Application forms have been distributed to all the Affiliate Programs. Additional membership applications are available through the Affiliate Programs' Liaison.

Affiliate Program Reports:

Bacon Street

Number of Clients: 130

Staff to Client Ratio: 1:30

Program Changes: None

New Programs: None

Administrative Changes: None

Policy Changes: None

Handbook Changes: None

Number of Complaint or Abuse Cases: None.

Use of Restraints or Seclusion: None

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: None. The 2010 Community Seclusion and Restraint Reporting Form has been sent to DBHDS.

Better Life of Virginia

Number of Clients: 3

Staff to Client Ratio: 1:3

Program Changes: The program is requesting a 90-day temporary affiliation for an additional location with 4 new beds that will utilize their existing and approved program policies and procedures. (See *Discussion Items* in which the committee continued this temporary affiliation.)

New Programs: None

Administrative Changes: None

Policy Changes: None

Handbook Changes: None

Number of Complaint or Abuse Cases: None

Use of Restraints or Seclusion: None

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: License has been granted the new site for 2 years, through December 2012. The 2010 Community Seclusion and Restraint Reporting Form will be sent to DBHDS.

Campbell House

Number of Clients: 1

Staff to Client Ratio: 1:4

Program Changes: None

New Programs: Mental Health Community Support (See *Discussion Items* in which a 90-day temporary affiliation was continued for this new program)

Administrative Changes: None

Policy Changes: None (See *Discussion Items* in which the committee continues to review the program's Phase System as Rules and Regulations)

Handbook Changes: None

Number of Complaint or Abuse Cases: None

Use of Restraints or Seclusion: None

Licensure or Human Rights Reviews: None. The 2010 Community Seclusion and Restraint Reporting Form will be sent to DBHDS.

East End Academy Intensive Outpatient/Day Treatment Program

Number of Clients: 75

Staff to Client Ratio: 1:6

Program Changes: None

New Programs: None

Administrative Changes: None

Policy Changes: None
Handbook Changes: None
Number of Complaint or Abuse Cases: None
Use of Restraints or Seclusion: None
Licensure or Human Rights Reviews: Licensure Review 12/18/10 by Mr. Lee. No citations were issued. The program awaits receipt of the final report.

Family Preservation Services

Number of Clients: 50
Staff to Client Ratio: 1:2.5
Program Changes: The program no longer seeks Temporary Affiliations for York Co. School TDT sites.
New Programs: None
Administrative Changes: None
Policy Changes: None
Handbook Changes: None.
Number of Complaint or Abuse Cases: None
Use of Restraints or Seclusion: One Restraint. (See *Closed Session* in which the committee made no recommendations for the program.)
Information/Action on Prior Cases: None
Licensure or Human Rights Reviews: None. The 2010 Community Seclusion and Restraint Reporting Form will be sent to DBHDS.

Neurological Rehabilitation Living Center

Number of Clients: 12
Staff to Client Ratio: 1:2/3
Program Changes: None
New Programs: Requesting temporary Affiliation for SIL program. (See *Discussion Items* in which the committee continued a 90-day temporary affiliation for the SIL program.)
Administrative Changes: None
Policy Changes: None.
Handbook Changes: None
Number of Complaint or Abuse Cases: One. (See *Closed Session* in which the LHRC made no recommendations.)
Use of Restraints or Seclusion: One
Information/Action on Prior Cases: None
Licensure or Human Rights Reviews: Site visit by Ed Gonzalez on 12/1/10: no citations. The 2010 Community Seclusion and Restraint Reporting Form will be sent to DBHDS.

Sentara-Williamsburg RMC Structured Outpatient Behavioral Health Program

Number of Clients: 27
Staff to Client Ratio: 1:7
Program Changes: None
New Programs:
Administrative Changes: None.
Policy Changes: None
Handbook Changes: None
Number of Complaint or Abuse Cases: None
Use of Restraints or Seclusion: None
Licensure or Human Rights Reviews: None. The 2010 Community Seclusion and Restraint Reporting Form will be sent to DBHDS.

United and Empowered Care

Number of Clients: Day Support: 5, Residential: 6
Staff to Client Ratio: 1:2.5

Program Changes: None

New Programs: Requesting affiliation for Day Support Program. (See *Discussion Items* in which Full Affiliation was granted for this new program)

Administrative Changes: None

Policy Changes: None

Handbook Changes: None

Number of Complaint or Abuse Cases: None

Use of Restraints or Seclusion: None

Information/Action on Prior Cases: None

Licensure or Human Rights Reviews: None. The 2010 Community Seclusion and Restraint Reporting Form has been sent to DBHDS..

Williamsburg Place

Number of Clients: 43

Staff to Client Ratio: 1:6

Program Changes: None

New Programs: None

Administrative Changes: New Administrator: Don McCourtney

Policy Changes: None

Handbook Changes: Requesting approval of Handbook Changes. (See *Requests for Approval of Rules of Conduct* in which the committee discussed the consequences of consumer refusal of urine screening and accepted other changes as written.)

Number of Complaint or Abuse Cases: None

Use of Restraints or Seclusion: None

Information/Action on Prior Cases: Two. (See *Closed Meeting* in which the committee made no recommendations to the program.)

Licensure or Human Rights Reviews: None

Discussion Items:

Request for Affiliation: Following discussion, the LHRC members unanimously approved the requests of:

- (1) ***Better Life of Virginia*** for a continued, 90-day Temporary Affiliation for an additional location with 4 new beds.
- (2) ***Campbell House*** for a continued 90-day Temporary Affiliation for its new Mental Health Community Support.
- (3) ***Neurological Rehabilitation Living Center*** for a continued, 90-day temporary affiliation for the SIL program.

Request for Approval of Program Rules of Conduct:

- (1) ***Campbell House:*** The LHRC members continued their review of the Phase System and deferred action on the request until the next scheduled meeting and asked the program to submit new policy changes to its Phase System.
- (2) ***Williamsburg Place:*** The Committee members discussed changes to the Handbook, requesting a change in consequences for a consumer refusal of a urine screen, and accepted other changes as written.

OHR Advocate's Report and Training:

Mr. Daye will forward to the committee and affiliate members the new changes to Virginia's Human Rights Policies that become effective on June 30, 2011. He highlighted the following changes:

- (1) The Cooperative Agreement replaces the Affiliate Agreement.
- (2) The LHRC's By-Laws will be replaced.
- (3) New programs referred by the OHR for affiliation may not be rejected by the LHRC.
- (4) The LHRC may review only behavioral plans that involve mechanical restraints and seclusion. Any other plans must be reviewed by another appropriate committee.
- (5) The LHRC can accept only affiliation, not temporary, 90-day affiliation.
- (6) Violations of the Cooperative Agreement by an affiliated program will be referred to Office of Licensing.

Program Presentation: Ms. Francis presented a program description of Family Preservation Services.

Next Regularly Scheduled Meeting:

Wednesday, April 13, 2011, 9:00 am at Williamsburg Place, 5477 Mooretown Road, Williamsburg, VA. Telephone: (757) 565-0106.

Adjournment: *Mr. Russell adjourned the meeting, with the membership's approval, at 10:03 am.*

Closed Meeting: At 10:04 am the committee members went into closed session per Virginia Code 2.2-3711(A)(1): Personnel and (A)(4): Privacy to review two complaints of abuse at **Williamsburg Place**, a complaint at **Neurological Rehabilitation Living Services**, and a use of a restraint at **Family Preservation Services**. The committee reconvened in open meeting at 10:40, each member certifying that it heard, discussed, or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

The committee reported out in open meeting no recommendations for the programs.

Submitted by:

Approved by:

Robert E. Coleman, Recorder
Affiliate Program Liaison & Support

John Barrett
LHRC Committee Secretary

